

# Natural Resources Conservation Service (NRCS)

## **Schedule A**

## **Hiring Authority**

# Targeted Disabilities

Targeted disabilities are those disabilities that the federal government, as a matter of policy, has identified for special emphasis.

# What are Targeted Disabilities

- 1) deafness;
- 2) blindness;
- 3) missing extremities;
- 4) partial paralysis;
- 5) complete paralysis;
- 6) convulsive disorders;
- 7) mental retardation;
- 8) mental illness; and
- 9) distortion of limb  
and/or spine.

# What is Schedule A?

- Excepted Service – Appointment of Persons with Disabilities and Career-Conditional Appointment
- 5 Code of Federal Regulations 213.3102(u)
- Non Competitive Appointment
  - Does not need to be advertised
  - Do not need to wait for closing date to fill
  - Does not require a formal job announcement
  - Required disability documentation
  - Agencies can accept resumes without job notices

# Schedule A Changes

- Who can write the Schedule A letter?
  - A licensed medical professional (e.g. a physician or other medical professional certified by a State, the District of Columbia, or a US territory to practice medicine)
  - Each agency has the right to decide what documentation they will accept
    - For example, licensed audiologist, clinical social worker, etc.

# Schedule A Changes

- A licensed vocational rehabilitation specialist (i.e., State or private)
  - Dept of Rehab Services defines those “fully qualified under the Rehab Act of 1973 as amended” to have ability to sign Schedule A letters
- Any Federal agency, state agency, or agency of the District of Columbia or a US territory that issues or provides disability benefits (SSA)



# Schedule A Changes

- New Regulations combine Schedule A appointing authorities into one streamlined authority, 5 CFR 213.3102(u)
- Distinction between proof of disability and certification of job readiness is clarified
- If applicant does not have certification of job readiness, an agency can hire into temporary appointment to determine job readiness for continued employment

# Schedule A Changes

- Appointment Options (hiring)
  - Temporary: (in lieu of job readiness certification), to determine job readiness and continued employment
  - A time-limited: (provides disability documentation and job readiness certification) when the duties of job do not require it to be filled on a permanent basis
  - Permanent: when proof of disability and job readiness is provided
    - All under “excepted service” which can be converted to “competitive service” after meeting requirements.



# New Schedule A Terminology

- What is “job readiness”?
  - Ability to perform duties of the job in a work environment
    - The Federal hiring manager determines if the applicant is qualified to perform the essential job functions
- What does ‘likely to succeed’ mean?
  - Simply states that the person is ready for employment
    - This statement does not put any liability on the counselor that the consumer will succeed

# New Schedule A Terminology

- What are *job readiness restrictions*?
  - If there is not an accommodation for the disability and when a change in the work environment is requested. Include this in the Schedule A letter...see sample
  - If you choose not to include certification of job readiness, the Federal hiring manager has the option to hire the individual on a temporary appointment

# Strategies for Building Partnerships

- Regional/Local
  - Collaborate with Selective Placement Coordinators
  - Provide support to agencies (i.e. job retention services, solutions for accommodations, disability education training)
  - Share information and resources on implementing Schedule A Hiring
  - Get involved

# Resources

## **Federal Employment of People with Disabilities**

[http://www.opm.gov/disability/appointment\\_disabilities.asp](http://www.opm.gov/disability/appointment_disabilities.asp)

## **The ABCs of Schedule A for the Disability Program Manager**

[http://www.tricare.mil/cap/documents/Schedule\\_A\\_Hiring\\_Manager.pdf](http://www.tricare.mil/cap/documents/Schedule_A_Hiring_Manager.pdf)

## **The ABCs of Schedule A for the HR professional**

<http://www.jan.wvu.edu/LEAD/ABCsofSchAHRProf.pdf>

## **The ABCs of Schedule A for the Hiring Manager**

<http://www.jan.wvu.edu/LEAD/ABCsofSchADPMgr.pdf>

# Contact Information

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